

**LOUISIANA  
HOUSING  
CORPORATION**

**BOARD OF DIRECTORS**

**Agenda Item #12**

**LORETTA WALLACE, PROGRAM ADMINISTRATOR  
DARLEEN OKAMMOR, MANAGER**

**FULL BOARD MEETING MATERIALS**

**MAY 9, 2012**

# Table of Contents

WAP 2012 State Plan Resolution .....	12.3
2012 Proposed State Plan.....	12.6
LA WAP On File Information (Master File) .....	12.33

**LOUISIANA HOUSING FINANCE AGENCY**

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

**RESOLUTION**

Approving and accepting the Louisiana Weatherization Assistance Program 2012 State Plan (attached as “Exhibit A”) and providing for other matters in connection therewith.

**WHEREAS**, pursuant to the provisions of Chapter 3-A of Title 40 of the Louisiana Revised Statutes of 1950 (R.S. 40:600.1 through R.S. 40:600.24, inclusive), as amended, the Louisiana Housing Finance Agency (“LHFA) is granted the power to effectuate the Department of Energy Weatherization Assistance Program (“WAP”) for the state of Louisiana, and

**WHEREAS**, the Department Of Energy 2012 Funding Opportunity Announcement DE-F0A-0000641 requires the LHFA submit an annual state plan for the implementation of the WAP program; and

**WHEREAS**, the state plan has been presented for review and comment to the Policy Advisory Council; and

**WHEREAS**, the state plan has been published for review and comment in a public hearing, held April 30, 2012.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Louisiana Housing Finance Agency (the “Board”), acting as the governing authority of said Agency, that:

SECTION 1. The Louisiana Weatherization Assistance Program 2012 State Plan (attached as “Exhibit A”) is hereby approved and accepted.

SECTION 2. The Agency's staff and counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the Louisiana WAP 2012 State Plan.

SECTION 3. The Agency's staff and counsel are hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any

existing documents and/or commitments as may be necessary to implement the Louisiana WAP 2012 State Plan, the terms of which are to be consistent with the provisions of this resolution.

SECTION 4. The Chairman, Vice Chairman, President, and/or Secretary of the Agency are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Louisiana Housing Finance Agency, the terms of which are to be consistent with the provisions of this resolution.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 9th day of May 2012.

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Chairman

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Secretary

STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency, do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution entitled “Approving and accepting the Louisiana Weatherization Assistance Program 2012 State Plan (attached as “Exhibit A”)” and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the \_\_\_\_th day of \_\_\_\_\_, 2012.

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Secretary

STATE OF LOUISIANA

# 2012 Weatherization Assistance Program

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Proposed State Plan

Funding Opportunity Number: DE-FOA-0000641

CFDA #81.042



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Louisiana Housing Finance Agency  
2415 Quail Drive  
Baton Rouge, Louisiana 70808  
(225) 763-8700 • FAX (225) 763-8752  
[www.lhfa.state.la.us](http://www.lhfa.state.la.us)

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# TABLE OF CONTENTS

## I. PROGRAM BACKGROUND

## II. ANNUAL FILE

- II.1 Grant Application – Standard Form 424
- II.2 Budget
- II.3 Subgrantees
- II.4 Production Schedule
- II.5 Energy Savings
- II.6 Training and Technical, Monitoring Activities
- II.7 DOE-Funded Leveraging Activities
- II.8 Policy Advisory Council
- II.9 Hearings and Transcripts
- II.10 Adjustments to On-File Information
- II.11 Miscellaneous
- II.12 Assurances and Certifications

## **PROGRAM BACKGROUND**

Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Low-Income Weatherization Assistance Program. Grant awards under this program shall comply with applicable law including regulations contained in 10 CFR 440 and other procedures applicable to this regulation as DOE may periodically prescribe for administration of financial assistance.

The purpose of the Weatherization Assistance Program (WAP) is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety. The priority population for the Weatherization Assistance Program includes persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and low-income households with high-energy burden.

The Louisiana Housing Finance Agency's (LHFA) mission is to assure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing. Considering that high energy costs could significantly influence the affordability of housing and often impacts the basic subsistence requirement of a household, LHFA is committed to helping decrease the energy burden for many low-income households.

The Louisiana annual 2012 Weatherization Assistance Program will continue to be implemented through a partnership between Louisiana Housing Finance Agency and the Louisiana Association of Community Action Partnerships (LACAP). LACAP will contract with local community action agencies and local governmental entities to deliver services to all sixty-four (64) parishes in Louisiana.

<b>Application for Federal Assistance SF-424</b>		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application    * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation                    *Other (Specify) _____ <input type="checkbox"/> Revision	
*3. Date Received: _____                    4. Applicant Identifier: _____		
5a. Federal Entity Identifier: _____	*5b. Federal Award Identifier: _____	
<b>State Use Only:</b>		
6. Date Received by State: _____	7. State Application Identifier: _____	
<b>8. APPLICANT INFORMATION:</b>		
*a. Legal Name: Louisiana Housing Finance Agency		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 72-6000800	*c. Organizational DUNS: 608539045	
<b>d. Address:</b>		
*Street 1: <u>2415 Quail Drive</u> _____		
Street 2:                    _____		
*City: <u>Baton Rouge</u> _____		
County: <u>East Baton Rouge Parish</u> _____		
*State: <u>Louisiana</u> _____		
Province:                    _____		
*Country: <u>USA: United States</u> _____		
*Zip / Postal Code <u>70808</u> _____		
<b>e. Organizational Unit:</b>		
Department Name: Energy Assistance Department	Division Name: _____	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <u>Ms.</u> _____	*First Name: <u>Loretta</u> _____	
Middle Name:            _____		
*Last Name: <u>Wallace</u> _____		
Suffix:                    _____		
Title:                      Administrator		
Organizational Affiliation: Louisiana Housing Finance Agency		
*Telephone Number: 225-763-8700 Ext. 222	Fax Number: 225-763-8753	
*Email: lwallace@lhfa.state.la.us		

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

**U.S. Department of Energy / National Energy Technology Laboratory**

**11. Catalog of Federal Domestic Assistance Number:**

81.042 \_\_\_\_\_

CFDA Title:

Weatherization Assistance for Low Income Persons \_\_\_\_\_

**\*12 Funding Opportunity Number:**

DE-FOA-0000641 \_\_\_\_\_

\*Title:

Program Year 2012 Weatherization Formula Grants \_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**64 Parishes of Louisiana**

**\*15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program

**Application for Federal Assistance SF-424** Version 02

**16. Congressional Districts Of:**

\*a. Applicant: District 6 \*b. Program/Project: All  
 Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: 07/01/2012 \*b. End Date: 06/30/2013

**18. Estimated Funding (\$):**

*a. Federal	\$596,996
*b. Applicant	0
*c. State	0
*d. Local	0
*e. Other (Exxon)	0
*f. Program Income	0
*g. TOTAL	\$596,996

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes  No Explanation:

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

Prefix: Mr. \*First Name: Don  
 Middle Name: J.  
 \*Last Name: Hutchinson  
 Suffix: \_\_\_\_\_

\*Title: Interim-President

\*Telephone Number: 225-763-8700 Ext. 110 Fax Number: 225-763-8710

\* Email: dhutchinson@lhfa.state.la.us

\*Signature of Authorized Representative: \_\_\_\_\_ \*Date Signed: \_\_\_\_\_

**Application for Federal Assistance SF-424**

Version 02

**Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

## Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity  (a)	Catalog of Federal Domestic Assistance Number  (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal  (c)	Non-Federal  (d)	Federal  (e)	Non-Federal  (f)	Total  (g)
1. DOE-WAP	81.042	\$1,213,303		\$596,996		\$1,810,299
2. PVE-EXXON		\$644,002				\$644,002
3.						\$0
4.						\$0
5. Totals		\$1,857,305	\$0	\$596,996	\$0	\$2,454,301
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA		
a. Personnel	\$39,035				\$39,035	
b. Fringe Benefits	\$10,540				\$10,540	
c. Travel			\$15,435		\$15,435	
d. Equipment					\$0	
e. Supplies					\$0	
f. Contractual	\$124,632	\$164,182	\$341,212	\$64,936	\$694,962	
g. Construction					\$0	
h. Other					\$0	
i. Total Direct Charges (sum of 6a-6h)	\$174,207	\$164,182	\$356,647	\$64,936	\$759,972	
j. Indirect Charges					\$0	
k. Totals (sum of 6i-6j)	\$174,207	\$164,182	\$356,647	\$64,936	\$759,972	
7. Program Income						\$0

**Budget Information - Non Construction Programs**

OMB Approval No. 0348-0044

<b>Section A - Budget Summary</b>						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE-WAP	81.042	\$1,213,303		\$596,996		\$1,810,299
2. PVE-EXXON		\$644,002				\$644,002
3.						\$0
4.						\$0
5. Totals		\$1,857,305	\$0	\$596,996	\$0	\$2,454,301
<b>Section B - Budget Categories</b>						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) Program Operation	(2) Health & Safety	(3) Liability Insurance	(4) Financial Audit		
a. Personnel					\$39,035	
b. Fringe Benefits					\$10,540	
c. Travel					\$15,435	
d. Equipment					\$0	
e. Supplies					\$0	
f. Contractual	\$1,514,427	\$93,724	\$68,178	\$18,000	\$2,389,291	
g. Construction					\$0	
h. Other					\$0	
i. Total Direct Charges (sum of 6a-6h)	\$1,514,427	\$93,724	\$68,178	\$18,000	\$2,454,301	
j. Indirect Charges					\$0	
k. Totals (sum of 6i-6j)	\$1,514,427	\$93,724	\$68,178	\$18,000	\$2,454,301	
<b>7. Program Income</b>						
						\$0

SF-424A (Rev. 4-92)

Prescribed by OMB Circular A-102

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### Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity  (a)	Catalog of Federal Domestic Assistance Number  (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal  (c)	Non-Federal  (d)	Federal  (e)	Non-Federal  (f)	Total  (g)
1. DOE-WAP	81.042	\$1,213,303		\$596,996		\$1,810,299
2. PVE-EXXON		\$644,002				\$644,002
3.						\$0
4.						\$0
5. Totals		\$1,857,305	\$0	\$596,996	\$0	\$2,454,301
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)Leveraging	(2) Vehicles & Equipment	(3)	(4)		
a. Personnel					\$39,035	
b. Fringe Benefits					\$10,540	
c. Travel					\$15,435	
d. Equipment					\$0	
e. Supplies					\$0	
f. Contractual					\$2,389,291	
g. Construction					\$0	
h. Other					\$0	
i. Total Direct Charges (sum of 6a-6h)		\$0	\$0	\$0	\$0	\$2,454,301
j. Indirect Charges						\$0
k. Totals (sum of 6i-6j)		\$0	\$0	\$0	\$0	\$2,454,301
7. Program Income						\$0

SF-424A (Rev. 4-92)

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**U.S. DEPARTMENT OF ENERGY  
PROJECT MANAGEMENT CENTER**



**BUDGET EXPLANATION AND OTHER REQUIREMENTS FOR  
FINANCIAL ASSISTANCE AWARDS TO**

(a) STATE AND LOCAL GOVERNMENTS

Applicant: Louisiana Housing Finance Agency Budget Period – From: 7/1/2012 To: 6/30/2013  
Award/Proposal Number: #EE0000201 Amendment Number: 007

INFORMATION REQUESTED ON THIS FORM MAY BE PROVIDED IN THE  
RECIPIENT’S FORMAT OR INCLUDED ON THIS FORM.

**THE BUDGET MUST INCLUDE TOTAL PROJECT COSTS [DOE REQUESTED FUNDS PLUS APPLICANT AND THIRD PARTY PARTICIPANT (TEAM MEMBER(S)) COST SHARE AMOUNT].** The purpose of this form is to explain and justify all project costs identified on the SF 424A, including Federal (DOE), Non-Federal (State/Applicant), and all cost share amounts, such as third party cost share and third party in-kind match. Applicants should fill out one PMC 140.2 form and include details on all SF424A budget items that would be expended and recorded through their budget office or be directly attributed to their organization through in-kind services. In addition, each sub-participant should fill out one PMC 140.2 or PMC 123.1, as appropriate, that includes details on all SF424A budget items that would be expended and recorded through their budget offices or be directly attributed to their organization through in-kind services.

**1. BUDGET INFORMATION**

**LIST ONLY THE APPLICANT’S PORTION OF COSTS IN ALL SECTIONS EXCEPT FOR SECTION 1.f., WHICH SHOULD INCLUDE ALL COSTS FROM OTHER (NON-APPLICANT RECIPIENT) PERSONNEL**

- a. **PERSONNEL** - List costs solely for employees of the Applicant. All other Participant (third party) personnel costs must be included under the Contractual (Item 1.f. below and on form SF424A, Section B, line 6.f. Contractual)

Identify positions to be supported under the proposed award. Key personnel should be identified by title. All other personnel should be identified either by title or a group category. State the amounts of time (i.e., hours) to be expended, the composite base pay rate, total direct personnel compensation and identify the rate basis (e.g., labor distribution report, technical estimate, state civil service rates, etc.).

<b><u>Position</u></b>	<b><u>Description of Duties</u></b>
Administrator	Management and oversight of an agency division. Principal assistant to the Agency President.
Program Manager	Overall management of the statewide WAP, budgetary matters, policy making, and preparation of federal reports, grant application, and supervises staff. Also, serves as the liaison to federal oversight.
(2) Compliance Specialists	Assist in policy making, preparation of federal reports. Review and audit request for payment and tracking expenditures. Monitor and provide technical and training assistance to contractors and subgrantees.
(5) Accounting Staff	Process payments, grants management and federal reporting.

Direct Personnel Compensation:

<u>Title/Group</u>	<u>Time</u>	X	<u>Salary</u>	=	<u>(Total Compensation)</u>	<u>Rate Basis</u>
Administrator	11.6687%		\$95,264		\$11,116	Civil Service
Program Manager	11.6687%		\$71,888		\$8,388	Civil Service
(2) Compliance Spec.3	11.6687%		\$99,673		\$11,631	Civil Service
(5) Accounting Staff	11.6687%		\$67,704		<u>\$ 7,900</u>	Civil Service
<b>TOTAL</b>					<b>\$39,035</b>	

b. **FRINGE BENEFITS** - A Federal Fringe Benefit Rate Agreement or proposal is required. A Sample Rate Proposal is available on <https://www.eere-pmc.energy.gov/forms.asp>. Please check one of the boxes below.

- An approved Federal fringe benefit rate agreement has been previously submitted to DOE.
- An approved Federal Fringe Benefit rate agreement is in effect or pending and has not previously been submitted to DOE. A copy is which identifies the Federal agency point of contact.

A list of the current total yearly benefit accounts and costs that comprises total fringe benefits. An explanation of the base used and the amount applied to develop the fringe rate.

**Fringe benefits consist of group life insurance, medical insurance, dental insurance, Medicare and retirement, approximately at a 27% rate of salary.**

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Administrator	\$11,116	27%	\$3,001
Program Manager	\$8,388	27%	\$2,265
(2) Compliance Spec. 3	\$11,631	27%	\$3,140
(5) Accounting Staff	\$7,900	27%	<u>\$10,540</u>
<b>TOTAL</b>			<b>\$10,540</b>

c. **TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

1. Are travel costs governed by organizational travel policies?  Yes  No  
If no, provide basis for estimating costs.
2. For all travel provide information below. (Example: conferences, DOE sponsored meetings, project mgmt, etc.)

<u>Purpose of Travel</u>	<u>Estimated No. of Trips</u>	<u>Estimated Cost Per Trip</u>	<u>Total</u>
2012 NASCSP Conference	6	\$1782.50	\$10,695
In-State Travel – Monitoring	6	\$790.00	<u>\$4,740</u>
			<b>\$15,435</b>

d. **EQUIPMENT** - Generally defined as an item with an acquisition cost excess of \$5,000 and a useful life expectancy of more than one year. Further definitions can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html). List the proposed equipment below and briefly justify its need as it applies to the Statement of Objectives.

Equipment Item      Est. Unit Cost      Number of Units      Basis of Cost      Justification of Need

e. **SUPPLIES** - Generally defined is an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Further definitions can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html). Provide the information below for supplies that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

General Category of Supplies      Cost      Basis of Cost      Justification of Need

f. **CONTRACTUAL** - Section 600.236 sets forth standards for use by recipients in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Federal funds.

List all Participant [subcontract(s), sub-grant(s), and consultant(s)] costs including their cost share. Do not list vendors that provide goods and services. Go to the following website for further information: [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html)

<u>Participant Name</u>	<u>Total Cost</u>	<u>Basis for Cost*</u>
Louisiana Association For Community Action Partnerships	\$465,844	Oversee day-to-day operations of WAP (Includes Grantee Administration and Grantee T/TA)
Thirteen (13) Subgrantees (Listed in Annual File, Sec. II.3)	\$1,923,447	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Liability Insurance and Financial Audit
Contracts and Sub-grants Total	<b>\$2,389,291</b>	

- a. For each Participant with a total estimated cost (including cost share) of \$100,000 or more, or 50% of total costs (whichever is less), provide (i) a Statement of Work, (ii) a SF424A Federal Assistance Budget Information, and (iii) either a completed PMC 140.2, PMC 123.1, or a cost proposal that includes the same information.
- b. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.
- c. For support for which a Participant has not been identified, provide a scope of work and basis of cost estimate.

g. **CONSTRUCTION** - Construction, for the purpose of budgeting, means all types of work done on a particular building, including erecting, altering, or remodeling.

1. Identify the proposed construction costs, identifying the Participant to perform the construction.

<u>Participant Name</u>	<u>Total Cost</u>	<u>Cost Share</u>	<u>Short Work Description</u>
-------------------------	-------------------	-------------------	-------------------------------

2. For each selected participant, provide (i) a Statement of Objectives, (ii) either a cost proposal or a completed PMC 140.2 or PMC 123.1 and (iii) a SF424A Federal Assistance Budget Information.
3. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.
4. For support for which a Participant has not been selected, provide a scope of work and basis of cost estimate.

- h. OTHER DIRECT COSTS** - Other direct costs are items that cannot be properly included in the above categories.

Provide the information below for other direct costs that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

General Description	Cost	Basis of Cost	Justification of Need
---------------------	------	---------------	-----------------------

- i. INDIRECT COSTS** - A Federal Indirect Rate Agreement or proposal is required. A Sample Rate Proposal, is available on <https://www.eere-pmc.energy.gov/forms.asp>. Please check one of the boxes below.

- An approved Federal approved indirect cost rate agreement has been submitted to the awarding office.
- An approved Federal indirect cost rate agreement is in effect or pending and has not previously been submitted to DOE. A copy is attached which identifies the Federal agency point of contact.
- A current Federal approved indirect cost rate agreement is not in effect or pending. An indirect cost rate proposal is attached which includes the following:

List the accounts and amounts that comprise the total direct and indirect costs.

- a. Explain each base used and amount applied to develop each indirect rate per pool.
- b. Calculate the Indirect Rate(s) and enter the total amount in Section B, line 6.j. Indirect Charges on Form SF424A.

**2. ADDITIONAL INFORMATION**

**a. COST SHARE**

1. Identify the amount of cost sharing proposed by the Applicant and each Participant and the total amount as a percent of the total cost of the project. Cost sharing from other Federal sources cannot be counted as non-Federal Recipient contributions, unless specifically allowed in the solicitation. Formula grant funding may not be used to satisfy cost share requirements. Non-Federal sources include private, state or local Government, or any sources that were not originally derived from Federal funds.

<u>Organization</u>	<u>Item</u>	<u>Amount</u>	<u>Type (cash, in-kind, etc.)</u>
Total Project Cost: \$	Cost Share	\$	Cost Share Percent: %
	Amount:		

2. For each cost share contribution identified as an in-kind contribution, please describe how the value of the in-kind contribution was derived.

**b. RIGHTS IN APPLICATION DATA**

It is DOE policy for a grant award based on a proposal that, in consideration of the award, the Government shall obtain unlimited rights in the technical data contained in the proposal unless the Applicant marks those portions of the technical information which he asserts as "proprietary data" or specifies those portions of such technical data which are not directly related to or will not be utilized in the work to be funded under the award. Accordingly, please indicate:

- No restrictions on Government rights in the proposal technical data; or
- The following identified technical data is proprietary or is not directly related to or will not be utilized in the work to be funded under the award:

**c. IDENTIFICATION OF TECHNICAL DATA WHICH IS PROPRIETARY**

The Rights in Technical Data clause proposed to be used for this award may not permit the utilization of proprietary data in the performance of this award or, if the use of proprietary data is permitted, may not be adequate to meet programmatic requirements. Use of data which is proprietary may prevent you from meeting the data requirements of the award (including delivery of data). Your attention is particularly drawn to the use of Applicant's PROPRIETARY LICENSED COMPUTER SOFTWARE.

Please indicate that you have reviewed the requirements in the technical scope of work and to the best of your knowledge:

- No proprietary data will be utilized in the performance of this award.
- Proprietary data as follows will be utilized in the performance of this award:
- Applicant PROPRIETARY LICENSED COMPUTER SOFTWARE will NOT be utilized in the performance of this award.
- Applicant PROPRIETARY LICENSED COMPUTER SOFTWARE as follows will be utilized in the performance of this award:

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Grant #: EE0000201 Amendment: 007 State: LOUISIANA Program Year: 2012Budget Period: 7/1/2012 – 6/30/2013

## II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
Allen Action Agency, Inc.	Oberlin	\$9,192	1
Avoyelles Progress Action Committee, Inc.	Marksville	\$27,627	3
Caddo Community Action Agency, Inc.	Shreveport	\$108,592	14
City of Baton Rouge, Parish of East Baton Rouge	Baton Rouge	\$191,569	25
DeSoto Parish Police Jury Office of Community Services	Mansfield	\$144,825	18
Jefferson Parish Dept. of Community Action Programs	Harahan	\$210,556	25
LaSalle Community Action Association, Inc.	Harrisonburg	\$213,755	26
Quad Area Community Action Agency, Inc.	Hammond	\$402,753	52
St. Landry Parish Community Action Agency	Opelousas	\$32,572	4
St. Mary Community Action Committee Association	Franklin	\$294,244	35
St. Tammany Parish Community Action Agency	Slidell	\$114,963	16
Terrebonne Parish Consolidated Government	Houma	\$26,959	3
Vernon Community Action	Leesville	\$145,840	15
<b>TOTALS</b>		<b>\$1,923,447</b>	<b>237</b>

## II.4 Production Schedule

<b>Total Units</b> (Excluding reweatherized) .....	<b>237</b>
Units by type (excluding Reweatherized)	
Owner-occupied single-family site built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
.....	
<b>Reweatherized Units</b> .....	<b>0</b>

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET****Grant #: EE0000201    Amendment: 007    State: LOUISIANA    Program Year: 2012****Budget Period: 7/1/2012 – 6/30/2013**

VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	
B Units Weatherized	237
C Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	237
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	0
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations**	\$1,514,427
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	237
H Average Program Operations Cost per Unit (F divided by G)	\$6,390
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	0
J Total Average Cost per Dwelling (H plus I)	\$6,390

**II.5 Energy Savings**Method used to calculate energy savings:    WAP algorithm:     Other (describe below): Estimated energy savings (Mbtus):  $237 \times 30.5 = 7,229$     (Mbtu)

Estimated prior year savings: 5,033    Actual:

If variance is large, explain.

**II.6 Training, Technical Assistance and Monitoring Activities**

The major objective of the Training and Technical Assistance is to provide subgrantees with the information and training required to administer and operate in compliance with DOE and State rules and regulations.

The training facility provides needed trainings to local agencies and contractors involved in the program. Opened in September, 2009, our training facility provides classroom, hands-on and field trainings to meet specific training needs of local agencies, as identified by the LACAP staff and trainings suggested by new national standards. LACAP organizes statewide training, especially core and advanced courses required for a skilled workforce.

The U.S. Department of Energy has commissioned Interstate Renewable Energy Council (IREC) to accredit weatherization training programs. To become accredited, LACAP updated the curriculum to align with IREC requirements. The updated curriculum better prepares students to perform successfully in a specific job category. From IREC's website: "IREC uses the ISPQ international framework to assess content, quality, and resources across a range of renewable energy, energy efficiency and weatherization training programs. This process leads to defined workplace knowledge and skills, and ensures the legitimacy of what is being taught and by whom. An IREC ISPQ credential sends a strong signal that a rigorous standard has been met."

Providers offering weatherization are contractually obligated to attend certain training courses based upon their worker's job classification. Each year, these workers must take continuing education (CEU) training

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET**

**Grant #: EE0000201    Amendment: 007    State: LOUISIANA    Program Year: 2012**  
**Budget Period: 7/1/2012 – 6/30/2013**

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courses to maintain their good standing. LACAP and its weatherization funding sources require all direct hire and contractor weatherization coordinators, crewmembers, workers, and supervisors attend Lead Safe Weatherization training (Health & Safety). Training is required within ninety days from the date of hire. Staff and contractors who have already taken lead safe work practices or comparable trainings authorized by U.S. Department of Housing and Urban Development Office of Lead Hazard Control, and those with U.S. Environmental Protection Agency certification for Risk Assessor, Inspector, Lead Abatement Worker, and Lead Supervisor may need to take this course as a part of the CEU requirements.

LHFA and the LACAP training center consider lead safe weatherization techniques to be unique that it warrants requiring training focused on lead-based paint protocol specific to weatherization. Health and Safety trainings will continue to include new DOE health and safety requirements which were comprehensively described in WPN 11-6.

There is a new focus on OSHA training and the LACAP training center has certified one person as an OSHA trainer. This training is mandatory for all agencies in our network, so that local agencies' staff have their required 10-hour cards. Crew Leaders are required to receive 30 hours of OSHA training.

The following LACAP courses were updated to meet IREC Standards:

- Weatherization Health and Safety
- Mobile Home Weatherization Fundamentals
- Site Built Home Weatherization Fundamentals
- HVAC/CAZ
- Weatherization Energy Auditing Fundamentals

The following are *new* courses introduced to meet IREC standards:

- Intermediate Weatherization
- Weatherization Crew Lead
- Weatherization Quality Control Inspector
- OSHA 20

*New* advanced trainings offered beginning in PY2012:

- ASHRAE 62.2 and Air Sealing

*Other* Courses still offered in PY2012:

- EPA RRP Lead Renovator
- OSHA 10
- Building Performance Institute Building Analyst
- Building Performance Institute Building Envelope
- Mobile Training Rig Field Training (monitoring-based topics or specialized)
- Infrared Camera Training

The LACAP Weatherization Training Center is a recognized Test Center of the Building Performance Institute (BPI) of White Plains, New York. The agency has had three staff members attain trainer and proctor certification for BPI Building Analyst, Building Envelope and Manufactured Housing. AC and Heat Pump as well as Air Sealing certifications will also be obtained during PY2012. Beginning in 2011,

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET****Grant #: EE0000201    Amendment: 007    State: LOUISIANA    Program Year: 2012****Budget Period: 7/1/2012 – 6/30/2013**

LACAP provided opportunities for weatherization program staff to become BPI certified. The guiding principles of the Building Performance Institute are closely aligned with those of our low-income weatherization network, as follows:

- Do no harm to occupants, workers, and houses
- Identify and resolve potential health and safety issues
- Recommend cost-effective home improvements
- Install measures effectively and safely
- Test in and test out
- Consider the worst-case scenario
- Apply "house as a system" principles to home improvement specifications
- Document your work

The Weatherization Specifications and the Field Training curriculums have been modified to better align with the national DOE worker specifications. Nationally recognized certifications for auditors and inspectors in the Weatherization Assistance Program will help set professional standards and strengthen our valuable work force.

Technical assistance is also delivered to local agencies by the assigned monitor as part of the monitoring protocols.

In 2012, LHFA and LACAP will pilot test using iPad technology and other new processes for delivering training. The LACAP training center has undertaken the rigorous task of developing state standards and will submit a proposal to update the state technical field guide. Implementing the new ASHRAE 62.2 standard will necessitate updating the Air Sealing section of the Priority Lists for both Site-Built Homes and Mobile Homes.

## **B. Training and Technical Assistance Development**

The following ongoing activities support productive training and technical assistance: LHFA and LACAP subscribe to the leading weatherization periodicals, including Home Energy and Energy and the State and Local Energy Report. The Monitors and Trainers keep informed of developments in the field of energy conservation and work to incorporate beneficial practices and techniques into programs. Training participants provide direct feedback to LACAP management through evaluation forms.

### **Monitoring Activities:**

The LHFA through the partnership agreement with LACAP has adopted a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization programs. All weatherization programs will continue to be monitored at least annually.

Within 30 days after each visit, LACAP will prepare a written report for the Subgrantee that describes the current monitoring assessment (identify any findings, concerns, recommendations, commendations, and best practices) and any corrective actions, if applicable. All of the results of LACAP monitoring visits to the

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET**

**Grant #: EE0000201    Amendment: 007    State: LOUISIANA    Program Year: 2012**  
**Budget Period: 7/1/2012 – 6/30/2013**

Subgrantees, including, financial reviews, will be tracked to final resolution. LACAP will forward a copy of the tracking spreadsheet to LHFA.

Subgrantee noncompliance or repeated unresolved findings (based on a minimum of 2 monitoring visits at a Subgrantee) must be reported immediately to LHFA. After the monitoring review is completed, LACAP monitor must brief the Subgrantee on the observations and findings generated by the monitoring visit, usually through an exit briefing. If health and safety issues are discovered that present imminent danger to people in the house during a visit, the monitor must require the Subgrantee to immediately resolve the issues. Sensitive or significant noncompliance findings, such as waste, fraud, or abuse must be reported to LHFA and DOE immediately.

The framework for monitoring is a regulation-based assessment that includes the following: general oversight, desk reviews, and on-site visits to evaluate local subgrantees' general administration and program management systems; needs assessments, service delivery systems, financial management systems, technical and field applications, and procurement and property control systems.

Approximately 10% of the total Training and Technical Assistance (T&TA) funds will be used for monitoring purposes. No other funding sources will be used for this purpose.

At least 5% of the completed units weatherized by each subgrantee under this grant annual will be inspected by LACAP within the Program Year. LACAP will also inspect "in-progress" homes at each subgrantee. LACAP utilizes opportunities during monitoring visits to provide technical assistance as well.

**Tentative Monitoring Visits:**

<b>Agency Name</b>	<b>Tentative Date</b>
Allen Action Agency	October, 2012
Avoyelles Progress Action Committee, Inc. - APAC	January, 2013
Caddo Community Action Agency	November, 2012
DeSoto Parish Police Jury - OCS	February , 2013
East Baton Rouge Parish - OCD	October, 2012
Jefferson CAP	January, 2013
LaSalle Community Action Association, Inc.	February , 2013
QUAD Area Community Action Agency, Inc.	April, 2013
St. Landry Parish Dept. of Human Resources	February , 2013
St. Mary Community Action Agency	March, 2013
St. Tammany Parish Community Action Agency	March, 2013
Terrebonne Parish Consolidated Government	April, 2013
Vernon Community Action Council	March, 2012

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET****Grant #: EE0000201    Amendment: 007    State: LOUISIANA    Program Year: 2012****Budget Period: 7/1/2012 – 6/30/2013****LHFA Monitoring Activities**

A comprehensive assessment of LACAP and the subgrantees will be conducted once per year to include a review of the most recent financial audit. The grantee will monitor the contractor and observe their monitoring and oversight for local service providers. The grantee will devise best strategies for program development and evaluation, conflict resolution, and providing information on new developments in the energy conservation field.

**II.7 DOE-Funded Leveraging Activities**

LHFA does not plan to use DOE funds to conduct leveraging activities.

**II.8 Policy Advisory Council (names, groups, agencies)**

<b>POLICY ADVISORY COUNCIL</b>		<b>Represents:</b>
Kerry Everett	AARP Louisiana State Office	Elderly
Cathy Herren	Entergy Louisiana	Utility
Karl Weber	ATMOS Energy	Utility
Roxane Barnes	CLECO Power LLC	Utility
Vacant	Children Advocacy Center of Baton Rouge	Children
Phil Hoffman	La. Home Builders Association	Contractors/Labor
Deonne Bailey	Resources for Independent Living	Disabled

**II.9 State Plan Hearings (send notes, minutes, or transcript to the Regional Office)**

Hearing Date:	Newspapers that publicized the hearings and the dates the notice ran.
4/30/2012	Posted on LHFA website: <a href="http://www.lhfa.state.la.us">www.lhfa.state.la.us</a> 4/20/2012
	The Advocate (Baton Rouge) 4/20/2012
	The Times Picayune (New Orleans) 4/20/2012
	The Shreveport Times 4/20/2012
	The Town Talk (Alexandria) 4/20/2012

**II.10 Adjustments to On-File Information**

The revisions are highlighted in the attached On-File Information (Master File).

**II.11 Miscellaneous****REORGANIZATION**

Act 408 (the Act) of the 2011 Regular Session of the Louisiana Legislature, effective July 5, 2011, created the Louisiana Housing Corporation (LHC). The intent of the Act was to consolidate the funding sources and programs for affordable housing throughout the state and provide for a coordinated approach to overall state housing policy to ensure an adequate supply of affordable and accessible housing for all residents of the state. The Louisiana Housing Finance Agency (LHFA) will terminate on June 30, 2012. The LHC will assume all of the functions of the LHFA beginning July 1, 2012.

(08/05)

**WEATHERIZATION ANNUAL FILE WORKSHEET**

**Grant #: EE0000201    Amendment: 007    State: LOUISIANA    Program Year: 2012**  
**Budget Period: 7/1/2012 – 6/30/2013**

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As a result of the new legislation, a significant number of programs from various agencies will be merged into the operation of the new Louisiana Housing Corporation, which includes the grant from the U.S. Department of Energy for the Weatherization Assistance Program (WAP).

**PRE-FUNDING ASSESSMENT**

As a result of the pre-funding contract performance reviews and the reduced program funding, LHFA and LACAP are proposing to downsize the current statewide service delivery network. For the Program Year 2012, the Weatherization network will be comprised of thirteen (13) subgrantees. The St. Mary Community Action Agency service delivery territory will be expanded to include Lafourche, St. Martin, Iberia, Lafayette, Jefferson Davis and Acadia parishes. The Quad Area Community Action service delivery territory will be expanded to include St. Charles, St. John, St. James, Assumption and Orleans parishes.

The selection process was conducted according the applicable laws including regulations contained in 10 CFR 440.12 and 10 CFR 440.15; DOE Weatherization Program Notices (WPN 11-14 and 96.4); 10 CFR, Part 600, Section 600.212, 600.240 and 600.243 and the state Weatherization program guidance.

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Grant #: EE0000201 Amendment: 007 State: LOUISIANA Program Year: 2012Budget Period: 7/1/2012 – 6/30/2013

DOE F 540.5

## SUBGRANTEE INFORMATION

Name: Allen Action Agency Contact: Lyndon Livingston, Exec. Director  
 Address: 505 West 7<sup>th</sup> Avenue Phone: 337-639-4348  
P. O. Box 540 Fax: 337-639-4715  
Oberlin, LA 70655 Email: [llivingston@allenactionagency.org](mailto:llivingston@allenactionagency.org)

Tentative allocation:	\$9,192
Planned Units:	1
Type of Organization:	Local Action Agency

Counties served:
Allen

Congressional Districts:
7

Name: Avoyelles Progress Action Committee Contact: Brenda Wilmer, Exec. Director  
 Address: 641 Government Street Phone: 318-253-6085  
P. O. Box 527 Fax: 318-253-9153  
Marksville, LA 71351 Email: [apac@cricket.net](mailto:apac@cricket.net)

Tentative allocation:	\$27,627
Planned Units:	3
Type of Organization:	Local Action Agency

Counties served:
Avoyelles, Evangeline, Pointe Coupee

Congressional Districts:
6

Name: Caddo Community Action Agency Contact: Laurance Guidry, Exec. Director  
 Address: 4055 St. Vincent Ave. Phone: 318-861-4808  
P. O. Box 3446 Fax: 318-861-4958  
Shreveport, LA 71108 Email: [lguidry@shreve.net](mailto:lguidry@shreve.net)

Tentative allocation:	\$108,592
Planned Units:	14
Type of Organization:	Local Action Agency

Counties served:
Caddo, Lincoln, Rapides

Congressional Districts:
4,5, 6

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Grant #: EE0000201 Amendment: 007 State: LOUISIANA Program Year: 2012Budget Period: 7/1/2012 – 6/30/2013

Name: DeSoto Parish Police Jury/OCS Contact: Mary Mayfield, Exec. Director  
 Address: 404 Polk Street, Suite B Phone: 318-872-0880  
P. O. Box 1410 Fax: 381-871-8616  
Mansfield, LA 71052 Email: [mmayfield@desotoppj.com](mailto:mmayfield@desotoppj.com)

Tentative allocation:	\$144,825
Planned Units:	18
Type of Organization:	Local Government

Counties served: DeSoto, Red River, Sabine, Bienville, Bossier, Claiborne, Morehouse Natchitoches, Union, Webster
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Congressional Districts: 4,5
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Name: East Baton Rouge/Office of Community Dev. Contact: Jim Llorens, Asst. Chief Admin. Off.  
 Address: 300 Louisiana Avenue, 2<sup>nd</sup> Floor Phone: 225-389-3039  
Baton Rouge, LA 70802 Fax: 225-358-4513  
 Email: \_\_\_\_\_

Tentative allocation:	\$191,569
Planned Units:	25
Type of Organization:	Local Government

Counties served: East Baton Rouge
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Congressional Districts: 4,6
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Name: Jefferson/Community Action Agency Contact: Jedediah Jackson, Exec. Director  
 Address: 1221 Elmwood Park Blvd. Phone: 504-736-6900  
Suite 402 Fax: 504-736-7093  
Jefferson, LA 70123 Email: [jbjackson@jeffparish.net](mailto:jbjackson@jeffparish.net)

Tentative allocation:	\$210,556
Planned Units:	25
Type of Organization:	Local Government

Counties served: Jefferson
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Congressional Districts: 1,2,3
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(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Grant #: EE0000201 Amendment: 007 State: LOUISIANA Program Year: 2012Budget Period: 7/1/2012 – 6/30/2013

Name: LaSalle Community Action Assn., Inc.  
 Address: 204 Sicily Street  
P. O. Box 730  
Harrisonburg, LA 71340

Contact: Dorothy Oliver, Exec. Director  
 Phone: 318-757-5445 or 318-757-9213  
 Fax: 318-757-9280  
 Email: [Doliver\\_lcaa@belsouth.net](mailto:Doliver_lcaa@belsouth.net)

Tentative allocation:	\$213,755
Planned Units:	26
Type of Organization:	Local Action Agency

Counties served: Caldwell, Catahoula, Concordia, Franklin, LaSalle, Winn Madison, Ouachita, Richland, Tensas Grant, Jackson, W. Carroll, E. Carroll
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Congressional Districts: 5,6
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Name: Quad Area Community Action Agency, Inc.  
 Address: 45300 N. Baptist Rd.  
Hammond, LA 70401

Contact: Wallace Sibley, Exec. Director  
 Phone: 225-567-2350  
 Fax: 225-567-2630  
 Email: [quadarea@i55.com](mailto:quadarea@i55.com)

Tentative allocation:	\$402,753
Planned Units:	52
Type of Organization:	Local Agency

Counties served: W. Feliciana Ascension, E. Feliciana, Washington Livingston, St. Helena, West BR Tangipahoa, W. Feliciana, Iberville St. John, St. James, St. Charles, Assumption and Orleans
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Congressional Districts: 1,3,6
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Name: St. Landry Community Action Agency  
 Address: 1065 Hwy. 749  
P. O. Box 1510  
Opelousas, LA 70570

Contact: Donald Robinson, Exec. Director  
 Phone: 337-948-3651  
 Fax: 337-948-4153  
 Email: [stlancaa@bellsouth.net](mailto:stlancaa@bellsouth.net)

Tentative allocation:	\$32,572
Planned Units:	4
Type of Organization:	Local Government

Counties served: St. Landry
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Congressional Districts: 4,7
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(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Grant #: EE0000201 Amendment: 007 State: LOUISIANA Program Year: 2012Budget Period: 7/1/2012 – 6/30/2013

Name: St. Mary CAA Contact: Almetra Franklin, CEO  
 Address: 1407 Barrow St. Phone: 337-828-5703  
P. O. Box 271 Fax: 337-828-5754  
Franklin, LA 70538 Email: [Afrank6333@aol.com](mailto:Afrank6333@aol.com)

Tentative allocation:	\$294,244	Counties served: St. Mary	Congressional Districts:
Planned Units:	35	Vermillion, Acadia, Iberia,	3,4,7
Type of Organization:	Local Action Agency	Lafayette, Jeff-Davis,	
		St. Martin, Lafourche	

Name: St. Tammany Parish Community Action Agency Contact: John Tobin, Exec. Director  
 Address: 61134 Military Rd. Phone: 985-646-2171  
Slidell, LA 70461 Fax: 985-643-5843  
 Email: [jtobin@stpgov.org](mailto:jtobin@stpgov.org)

Tentative allocation:	\$114,963	Counties served:	Congressional Districts:
Planned Units:	16	Plaquemines, St. Tammany	1,2
Type of Organization:	Local Government	St. Bernard	

Name: Terrebonne Parish Consolidated Gov.-DHHS Contact: Melanie Van Buren, Exec. Director  
 Address: 809 Barrow Street Phone: 985-873-6817  
P. O. Box 6097 Fax: 985-873-6434  
Houma, LA 70361 Email: [mvanburen@tpcg.org](mailto:mvanburen@tpcg.org)

Tentative allocation:	\$26,959	Counties served:	Congressional Districts:
Planned Units:	3	Terrebonne	3
Type of Organization:	Local Government		

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

**Grant #: EE0000201    Amendment: 007    State: LOUISIANA    Program Year: 2012****Budget Period: 7/1/2012 – 6/30/2013**

Name: Vernon Community Action Council  
 Address: 1307 South Fifth Street  
P. O. Box 277  
Leesville, LA 71496

Contact: Renee Brannon, Exec. Director  
 Phone: 337-239-4457  
 Fax: 33-392-0384  
 Email: [Vernoncac1@bellsouth.net](mailto:Vernoncac1@bellsouth.net)

Tentative allocation:	\$145,840
Planned Units:	15
Type of Organization:	Local Action Agency

Counties served:
Vernon, Beauregard, Cameron
Calcasieu

Congressional Districts:
7

# Louisiana Housing Finance Agency



## Weatherization Assistance Program On-File Information (MASTER FILE)

**2415 Quail Drive  
Baton Rouge, Louisiana 70808  
(225) 763-8700**

**Updated: March 2012**

# TABLE OF CONTENTS

## III. MASTER FILE (On-File Information)

### III.1 Eligible Population

#### III.1.1 General Description

#### III.1.2 Selection of Areas to be Served

#### III.1.3 Priorities

### III.2 Weatherization Analysis of Effectiveness

### III.3 Health and Safety

### III.4 Rental Procedures

### III.5 Program Management

#### III.5.1 Overview

#### III.5.2 Administrative Expenditure Limits

#### III.5.3 Monitoring Approach

#### III.5.4 Training and Technical Assistance Approach

### **III. 1. Eligible Population**

The low-income population of the State of Louisiana will be targeted for weatherization services. According to the 2010 census, the estimated number of eligible dwelling units in which the elderly reside is 557,605. The estimated number of eligible dwelling units in which the disabled reside is 997,342 (which equals to 22% of our current population of 4,533,372).

#### **Definition of “Children”**

The State of Louisiana has defined “children” in terms of prioritizing households including children, not exceeding 17 years old.

#### **III. 1. 1 General Description**

The American Recovery and Reinvestment Act (ARRA) of 2009, Public Law 111-5, enacted on February 17, 2009, increased the income eligibility level to 200% of the poverty guidelines in relation to family size.

Policies and procedures have been developed to ensure that no unit may be weatherized without documentation and the dwelling is an eligible unit as provided in 10 CFR Part 440.22.(a). The dwelling must also be published by the state and implemented by the subgrantees. Documentation is maintained in individual client files by subgrantees and the Hancock Energy Software (HES) system.

The ARRA extended assistance to previously weatherized dwelling units weatherized prior to September 30, 1994. Policies and procedures have been developed, published by the state and implemented by the subgrantees to ensure that no dwelling is re-weatherized, except as provided in 10 CFR Part 440.18.(d) 2 (iii).

In accordance with 10 CFR §440.16(f), low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

#### **III. 1. 2. Selection of Areas to be served**

Beginning 2009, the Louisiana Housing Finance Agency (LHFA) will administer all weatherization programs to include ARRA/WAP. The program will be managed by a primary contractor, the Louisiana Association for Community Action Partnerships (LACAP). All sixty-four (64) parishes in Louisiana are served by the 17 subgrantees for both the regular and WAP Express programs. Subgrantees are responsible for the administration and implementation of the Weatherization Assistance Program, which serves eligible persons in their designated parishes.

### III. 1. 3. Priorities

The LHFA will ensure that subgrantees give priority to weatherizing units occupied by the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden. The Applicant Priority Ranking system awards points to the targeted population based on income, length of time the application has been on file, and the total energy cost and burden ratio.

Subgrantees should be aware that service to board members, employees and relatives of employees may appear as a conflict of interest. Subgrantees should have written policies outlining how these applications are processed for weatherization services.

### III. 2. Weatherization Analysis of Effectiveness

On July 8, 2011, the Department of Energy (DOE) approved Louisiana's audit procedures for single-family building. Based on the review of the material submitted, the approval is restricted, as follows:

- The approval covers the weatherization of single-family homes using a priority list and the use of NEAT-derived measures for unique situations.
- The approval of the energy audit procedures does not constitute approval of the use of materials not listed in 10 CFR 440 Appendix A, or not otherwise approved by the Department of Energy, for expenditure of Weatherization funds.
- The approval of the energy audit procedures does not constitute approval of a State's Health and Safety Plan or the materials listed therein for purpose of allowable expenditures.

The approval expires on July 8, 2016.

The state will require pre- and post-weatherization inspections to include the use of a blower door, carbon monoxide tester, infrared cameras, kilowatt-hour meters, moisture meters and borescopes. Subgrantees are not allowed to report units as completed until a final inspection is performed and the work has been accepted and approved by an inspector. Subgrantees must assure that all weatherization materials have been installed in accordance with weatherization standards before submitting the dwelling unit as completed.

The work performed will be in accordance with the following guidelines:

*Priority List for Single-Family Homes* lists the weatherization measures that should be installed in Louisiana single-family homes as part of the DOE Weatherization Assistance Program. An analysis of typical low-income homes identified the weatherization measures that were cost effective to install based on Louisiana housing stock, energy costs, installation costs, and climate conditions.

The weatherization measures are listed in general order of their cost effectiveness; therefore, they

should be installed, in order, as conditions dictate and funding allows. Site-specific audits should be completed for unusual single-family homes or when weatherization measures not listed appear suitable for a particular home, such as heating system or air conditioner replacements. Incidental repairs necessary for the effective performance or preservation of weatherization materials should be identified through site inspections and installed in adherence to State of Louisiana rules and guidance.

Ensuring the health and safety of clients, contractors, and local agency personnel is an important component of the Weatherization Assistance Program. Health and safety inspection and testing should be conducted before delivery of weatherization services and after completion of work to identify any health and safety measures that need to be performed in conjunction with the weatherization measures installed.

**Priority #1 – Air Sealing**

- Determine the Minimum Ventilation Rate (MVR) or Building Tightness Limit (BTL) of the home following State of Louisiana procedures. Never air-seal a house below this limit without providing mechanical ventilation to ensure adequate indoor air quality.
- Determine the target blower door reading (closure target) for the home based on the existing blower door reading of the house and the house volume, and following State of Louisiana procedures.
- Use the values provided in Table 1 to determine if the last increment of air sealing work performed on the home was cost effective. Alternatively, use the values in Table 1 to determine the maximum amount of funds that can be spent on air sealing the home to achieve the closure target.
- Air seal major attic, floor, and wall bypasses before insulating the attic (Priority #2) and/or the exterior walls (Priority #3). Seal plumbing, electrical, HVAC, and other penetrations and openings in the ceiling, flooring, and walls of the house. Use proper materials for sealing, especially for high-temperature surfaces.
- After insulating the attic and/or exterior walls, take another blower door reading to determine if the closure target has been reached. If not, use a blower door, digital manometer, and other diagnostic instruments and procedures to guide the remaining air sealing of the home.
- Check the MVR/BTL upon completion of the air sealing work. Add sufficient ventilation when the house is sealed too tightly.

**Table 1. Maximum Air Sealing Cost per 100 cfm50**

<b>Space-Heating Fuel/Equipment</b>	<b>North Region</b>	<b>South Region</b>
Propane	\$90	\$65
Electric Resistance	\$55	\$40
Natural Gas	\$35	\$30
Heat Pump	\$35	\$30

**Priority #2 – Attic Insulation**

- Add attic insulation following the guidelines in Table 2.
- Before insulating, check the electrical circuits in the attic. Enclose exposed wires and connections in junction boxes. If knob-and-tube wiring is present, build dams around the wiring to prevent insulating over the wiring or consider re-wiring the knob-and-tube wiring before insulating the attic.
- Check attic ventilation. There should be 1 square foot (ft<sup>2</sup>) of attic net free vent area for every 300 ft<sup>2</sup> of attic area. Half of the vent area should be located low and half should be located high to induce good ventilation.

**Table 2. Guidelines for Attic Insulation**

State Climate Region	Space-Heating Fuel/Equipment	Threshold R-Value	Final R-Value
North	Propane	R-30	R-49
	Electric Resistance	R-19	R-49
	Natural Gas	R-19	R-49
	Heat Pump	R-19	R-38
South	Propane	R-30	R-49
	Electric Resistance	R-19	R-49
	Natural Gas	R-19	R-38
	Heat Pump	R-19	R-38

1. The Final R-Value is the combined R-value of the existing insulation and any insulation added during weatherization (or less if the ceiling cannot support that much weight).
2. Insulate all un-insulated attics to the Final R-Value specified.
3. The Threshold R-Value is the level of insulation above which additional insulation is NOT cost effective (e.g., for a propane-heated home in the North climate region, additional attic insulation should NOT be installed if the existing insulation level is R-31 or greater, but the insulation level in the attic should be increased to R-49 if the existing insulation level is R-30 or less.
4. If at least half of the attic area is un-insulated, then the entire attic may be insulated to the Final R-Value specified.
5. If at least half of the attic area has less than the Threshold R-Value, then the entire attic may be insulated to the Final R-Value specified.

**Priority #3 – Exterior Wall Insulation**

- Drill test holes in the exterior walls to determine if the walls are currently insulated.
- If there is no existing insulation in the exterior walls, dense-pack the walls with insulation.
- If some of the exterior wall cavities have existing insulation and some do not, drill additional test holes to determine if exterior wall insulation is warranted. If at least half of the wall cavities have no existing insulation, then dense-pack all exterior walls with insulation.

- If all test holes indicate existing wall insulation, then skip the exterior wall insulation measure.

#### **Priority #4 – Seal and Insulate Ducts**

- Pressure-pan test all registers with a blower door running to determine the relative air leakage of the tested sites.
- Repair and seal all accessible ducts, connections, and boots with mastic and other appropriate materials, especially those associated with high pressure pan readings.
- Insulate all un-insulated ducts located outside the conditioned space with foil-faced duct insulation having an R-value of R-6 to R-11.
- Pressure-pan test all registers with a blower door running after the duct sealing work is completed to verify the effectiveness of the sealing work.

#### **Priority #5 – Setback Thermostat**

- Install a setback thermostat in homes with central heating and/or cooling systems that do not have a setback thermostat currently installed IF the client is agreeable and the client is educated on its proper use.
- Do NOT install a setback thermostat if the client expresses reluctance in using the device or has difficulty understanding the instructions.
- For heat pumps, be sure to use setback thermostats designed specifically for use with such systems.

#### **Priority #6 – Refrigerator**

- Replace the existing refrigerator with a new unit provided that the cost of the new unit is less than the maximum cost determined for the home from Table 3.
- The annual electricity consumption of the existing unit may be determined by metering or by looking up its rated value in a refrigerator database. See <http://www.waptac.org/Refrigerator-Guide/Energy-Use-Data.aspx> or <http://www.homeenergy.org/consumerinfo/refrigeration2/refmods.php>.
- The maximum cost includes the purchase cost of the new refrigerator, delivery and installation of the new unit, and removal and environmentally responsible de-manufacturing of the old, existing unit.

**Table 3. Maximum Replacement Refrigerator Cost**

Annual Electricity Consumption of the Existing Refrigerator (kWh/year)	Annual Electricity Consumption of the New Refrigerator				
	300 kWh/year	400 kWh/year	500 kWh/year	600 kWh/year	700 kWh/year
900	\$700	\$560	\$460	\$350	\$230
1000	\$820	\$700	\$560	\$460	\$350
1100	\$860	\$820	\$700	\$560	\$460
1200	\$960	\$860	\$820	\$700	\$560
1300	\$1,090	\$960	\$860	\$820	\$700
1400	\$1,220	\$1,090	\$960	\$860	\$820
1500	\$1,350	\$1,220	\$1,090	\$960	\$860
1600	\$1,480	\$1,350	\$1,220	\$1,090	\$960
1700	\$1,610	\$1,480	\$1,350	\$1,220	\$1,090
1800	\$1,740	\$1,610	\$1,480	\$1,350	\$1,220

**Priority #7 – General Heat Waste and Baseloads**

The following low-cost weatherization measures should be installed where applicable:

- Give educational brochures to clients, and engage them in a discussion of steps they can take to reduce energy consumption. Stress the importance of occupant behavior in efficient use of hot water, laundry equipment, air conditioning, heating, and lighting.
- Compact fluorescent lamps (CFLs) that replace incandescent bulbs used more than one to two hours per day. The wattages of the replacement CFLs should be chosen to maintain or moderately improve existing lighting levels.
- Apply cool-roof (white) reflective coating to metal roofs if no insulation will be added. NEAT does not analyze white roof coating, so measure can only be analyzed for mobile homes. MHEA shows attic insulation to be more cost effective than white roof coating. MHEA shows white roof coating to be cost effective only if existing attic insulation is less than R-7 and additional insulation is not installed. It should only be applied with the approval of the LACAP’s Energy Assistance office if the attic cannot be insulated. Reasons preventing the addition of attic insulation should be documented in the file and verified by on-going monitoring.
- Weatherstripping, caulking, glass patching, and insulation for plugging to address drafts and other comfort complaints that remain after blower door guided air sealing, is completed under Priority #1.
- Water heater tank wrap when there is no existing wrap on the water heater.
- Reduce water temperature to 125° F with customer’s permission.
- Pipe insulation for the first three to six feet of water pipe connected to the water heater when the pipes are currently not insulated.

- Replace high-flow shower heads >3 gallons per minute with 1.5 - 2.5 gallons per minute low-flow showerheads and faucet aerators.
- Clean room air conditioners. Replace new air conditioner filters and educate client on installing.

Grantee will ensure all subgrantees' final inspections forms are executed and signed, all proper documentation is obtained and maintained in the clients' files.

### **III. 3. Health and Safety**

The health and safety of the weatherization staff, subcontractors, and clients are major concerns of state and local weatherization agencies. The work performed by local agencies involves interaction with all aspects of the operation of homes by installers, auditors and inspectors. Hence, it is of great importance the agency's staff maintain awareness of the potential hazards associated with the weatherization process. This plan is based on the health and safety requirements and recommendations for abating, mitigating, or avoiding health and safety hazards as addressed in the Louisiana Weatherization Field Guide. Subgrantees are trained and are required to comply with Occupational Safety and Health Administration (OSHA) regulations, and with ASHRAE 62.6 for home ventilation standards. Detailed specifications regarding the health and safety of workers in the construction industry can be found in Construction Industry OSHA Safety and Health Standards 29 CFR 1926/1910.

#### **Crew and/or Contractor Health and Safety**

All subgrantees, contractors, and crew workers providing services using funding under the WAP are required to comply with the following requirement of the OSHA standard: compliance with the Hazard Communication Standard, Title 29, CFR 1910.12: Preparation and implementation of a hazardous communication program so that workers are informed about potential hazards.

- Identification of hazardous materials in the workplace.
- Provision of container labels and other forms of warning.
- Employee access and implementation of OSHA requirements and Material Safety Data Sheets (MSDS).
- Documented mandatory field in-progress unit inspection for assessing the utilization of good, safe work practices in according to all required EPA, OSHA, SHPO, etc.
- Requirement of all agencies to complete the OSHA 10 hour worker and 30 hour crew leader training hosted in a centralized location and provided by certified OSHA proctor.
- Provision of employee training regarding hazardous materials.

- Complete exchange of information between contractors and subcontractors regarding the use of hazardous materials.
- Use EPA Recommendations for spray polyurethane foam (SPF) fumes. (Available online at [www.epa.gov/dfe/pubs/projects/spf/spray\\_polyurethane\\_foam.html](http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html)) when working within the conditioned space or when SPF fumes become evident within the conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space and exhaust fumes outside the home.

Subgrantee's staff is encouraged to become familiar with the OSHA Construction Industry Standard, which is available through the U.S. Department of Labor. Weatherization services should be provided in a manner that minimizes risk to workers and clients. Subgrantees and their representatives are required to take all reasonable precautions against performing work on homes that will subject workers and clients to health and safety risks. Expenditures for training, materials, protective clothing, respirators, medical exams, proper tools and equipment, and other items or activities related to the health and safety of clients and workers, the Louisiana Weatherization Field Guide, and the Health and Safety plan, are allowable health and safety costs.

### **Client Health and Safety**

Concerns to ensure health and safety should be identified and addressed, if possible, within the scope of the weatherization program. Subgrantees may have other resources or may network with other agencies to assist clients in reducing and eliminating conditions which are hazardous to their health and safety. The necessary repairs and actions to mitigate health and safety concerns are allowable, if the failure to act results in: 1) health or safety hazards because of the weatherization measures; 2) damage to weatherization measures; and 3) damage to the home because of the weatherization measures. If these conditions exist, weatherization work must not proceed until the problems are resolved. If the resolution is beyond the scope of the weatherization program or a disallowed expense under DOE rules, such as asbestos, lead-base paint, and radon abatement, the client/homeowner should be notified in writing and referred to alternative resources for mitigation, i.e. home rehabilitation programs, landlords, etc. Installation of smoke/CO detectors is allowed according to manufacture instruction where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not an allowable cost. Providing fire extinguishers is allowed only when solid fuel is present. CO detectors will be installed on all homes with combustion appliances or attached garage. Window and door replacement, repair, or installation is not an allowable health and safety cost but may be allowed as an incidental repair or an efficiency measure if cost justified. The Weatherization Field Guide provides inspection requirements and guidelines to assess possible health and safety risk for both the client and the weatherization workers.

## Potential Hazards Considerations:

### A. Biologicals

Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Addressing bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers.

### B. Moisture

#### Health and Safety Concerns:

- Allergic reactions or respiratory infections as a result of exposure to biological contaminants that result from high relative humidity.
- Damage to building materials from biological action. Major drainage issues are beyond the scope of the Weatherization Assistance Program. Homes with conditions that may create a serious health concern that require more than incidental repair should be deferred.

#### To Minimize Risk:

- Eliminate sources of excess moisture, avoid over-tightening of dwelling, and assure proper ventilation, especially in kitchen and bathroom areas.
- Assure clothes dryers are vented to the outside.
- Educate clients that gas ranges and/or ovens are not to be used for space heating.
- During every energy audit, comprehensive moisture inspection of the dwelling unit should be completed. This inspection will also include a brief interview with the occupant(s) regarding health & safety. A health and safety checklist must be completed and turned in with the energy audit forms to the inspectors' supervisor. This checklist must be included in the client file.
- Training will be provided on how to recognize moisture and ventilation problems. This training will also include how to identify ground water problems.
- Moisture problems, when evident, will determine the type and amount of weatherization work to be done.
- Controlling moisture at the source will be required when excessive amounts of indoor moisture are evident. This will usually take the form of exhaust fans. Caution will be used so that added ventilation devices will not adversely affect combustion appliances.

- Attic bypasses must be sealed in order to reduce migration of moisture into attic spaces where condensation problems can occur.
- During the initial inspection and throughout the weatherization process, locate mold, mildew, and any other biological organisms that may be hazardous to the workers or occupants.

### C. Mold

The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for the removal of mold and other related biological substances is not an allowable weatherization expense. Limited water damage repairs that can be addressed by weatherization workers and correction of moisture- and mold-creating conditions are allowed when necessary, in order to weatherize the home and to ensure the long term stability and durability of the measures. Where severe mold and moisture issues cannot be addressed, deferral is required. In homes where multiple sources of funds are used, any mold insurance or mold abatement costs must be charged to another funding source, not to DOE funding. Weatherization procedures may need to be delayed until the existing mold problem can be referred to another agency for funding of remedial action. DOE funds may be used to correct energy-related conditions to allow for effective weatherization work and/or to assure the immediate or future health of workers and clients. Each client's home should be inspected for mold as part of the initial and routine audit procedure. Upon the discovery of a mold condition, client must be informed immediately. Within this notification, the client must be informed of the mold condition, the specific measure that will assist in alleviating the mold condition, and/or how not to promote new mold growth. This notification should be discussed with the client and a notification must be signed by the client. (Since most agencies have a disclaimer, modification to include a mold statement will suffice.) Additionally, client education practices should now include mold concerns.

#### Clean-Up Criteria Based on Mold Area to be Cleaned:

- Level 1 - small isolated areas (10 sq. ft. or less)
- Level 2 - mid-sized areas (10-30 sq. ft.)
- Level 3 - large isolated areas (30-100 sq.ft.)
- Level 4 - extensive contamination (> 100 sq. ft.)
- Level 5 – remediation of HVAC systems

Beyond Level 1 is abatement and remediation, which we are not doing in typical weatherization situations.

#### Level 1 Cleanup Materials and PPE:

- Household non-ammonia detergent and brush (for cleaning)
- Biocide (kills mold)
- N-95 face mask
- Leak-proof eye protection
- hand & arm gloves

Level 1 Cleanup Procedure:

- Scrub the area with a brush and detergent solution
- Ventilate the work area
- Disinfect with a chlorine bleach solution
- Leave bleach solution on surface for 15 minutes, then rinse with water and dry quickly

Basic Four Steps for Responding to Mold Problems:

1. Respond quickly to stop moisture/mold damage and limit exposure to occupants
2. Identify:
  - Cause of the moisture problem
  - Extent and size of contamination
  - Type of surface with mold
  - Safety precautions for cleanup
  - Implement cleanup (based on surface type):
3. Remove and properly dispose of damaged materials that cannot be effectively cleaned
  - Clean and salvage materials that are not severely damaged.
  - Repair and replace removed materials, incorporating the necessary changes to correct the underlying moisture problem
4. Dry out the area before closing up a wall or ceiling

## D. Plumbing

Health and Safety Concerns:

Disease resulting from the exposure to raw sewage.

To Minimize Exposure:

- Treatment of energy-related conditions “refers to stabilizing an energy-related situation so effective weatherization can be done. In some energy-related situations, cleanup may also be necessary in order to effectively weatherize.”
- Workers shall take precautions to avoid direct contact with raw sewage or other unsanitary conditions. Clients shall be informed of existing conditions in writing and referred to available resources for assistance.
- Workers shall take precautions to avoid creating circumstances that will allow pipes to freeze.

Notification Requirement:

Local agencies must notify the client and landlord in writing when a mold condition is discovered. The notification must include what specifically was done to the home that is

expected to alleviate the condition, and/or a disclaimer that the work performed should not promote new mold growth. This notification/disclaimer must be discussed with and signed by the client and/or landlord. Agency auditors are required to receive awareness training on the hazards of moisture and mold, as well as training on client/landlord notification procedures. Agency field crews are required to receive training on how to deal with the less extensive mold conditions they may encounter in certain homes. The Louisiana Association of Community Action Partnerships, Inc. will conduct all said training.

If an agency suspects that the heating/ventilation/air conditioning (HVAC) system may be contaminated with mold, the agency's staff shall not run the HVAC system as it could spread mold throughout the building. Agencies should distribute the following pamphlet to clients whose homes have moisture or mold problems: U.S. Environmental Protection Agency (EPA) Indoor Environments Division (IED), "A Brief Guide to Mold, Moisture, and Your Home." [www.epa.gov/iaq/molds/moldguide.html](http://www.epa.gov/iaq/molds/moldguide.html)

## **E. Combustion Appliances and Combustion Gases.**

Definition: Fuel burning appliance used for water heating, space heating, cooking, solid fuel heating and clothes drying.

### Health and Safety Concerns:

- Combustion or smoldering of surrounding materials resulting from unsafe operation of the heating system.
- Combustion or smoldering of combustible materials located dangerously close to the combustion devise or hot flue.
- Release of unhealthy combustion products into home environment.
- Health hazards resulting from dysfunctional heating system (no heat).
- Gas leaks – risk of contamination of house air or explosion (especially propane).
- Fire resulting from inadequate heat dissipation due to insulation around heat-producing sources including flue vents.
- Scalding due to water temperature being set too high.
- Non-certified combustion appliances currently installed in mobile homes.

Total heating-degree days in Louisiana range from a high of 2,418 in the northwestern corner of the State to a low of 1,709 in southeastern Louisiana. The average for cooling-degree days is around 3,000 statewide. The cooling- and heating-degree days have been

supplied by the Louisiana State University Center for Energy Studies. Site-specific NEAT energy audits will be completed for all single-family homes for heating system or air conditioner replacements. Red-tagged, inoperable, or nonexistent heating systems replacement, repair or replacement is allowed under Health and Safety where climate conditions warrant. Air conditioning system replacement, repair, or installation is allowed as a Health and Safety issue in the home of at-risk occupants (elderly, disabled or children); also where climate conditions warrant. Site-specific weather data is used in application of the NEAT audit. Hot water heaters will be replaced on a case-by case-basis for health and safety.

To Minimize Risks:

- Provide proper clearances between combustible materials and wood/coal stoves, kerosene heaters, furnaces, boilers, water heaters and flues. If provision of proper clearance is beyond the scope of weatherization, precautions must be taken to avoid installation of measures that will aggravate the situation.
- Be certain that furnaces and water heaters have sufficient draft, no spillage of combustion products and less than 100 PPM CO in combustion products. Maintenance and repairs of secondary heating units is allowed.
- Be certain that furnace heater exchanger is not cracked or otherwise defective or hazardous.
- Provide proper ventilation for combustion when testing the system indicates there is a problem. Vent gas clothes dryers to the outside. For wood and coal burning stoves, provide a clean chimney. For kerosene and other unvented combustion appliances, provide client education regarding the need to provide proper ventilation when operating equipment.
- Verify proper clearances between heat production sources and combustible materials, including insulation.
- Provide repair of gas leaks. If major gas leaks are encountered, ventilate the area, advise clients to vacate the premises and immediately contact the local gas utility company. Call from a neighbor's telephone in order to eliminate the risk of an explosion.
- Turn down the water heater temperature to 120 degrees Fahrenheit when possible.
- When an unvented space heater is present in the unit, no weatherization work will be allowed unless the weatherization crew or contractor is allowed to remove and dispose of it in accordance with DOE Program Notice 08-4. Combustion safety test results must be acted upon according to the Building Performance Institute, Inc. combustion safety test action levels.

- A combustion appliance safety check will be required on “all” furnaces, vented space heaters and water heaters. Safety checks on other combustion appliances such as gas stoves, ovens, dryers, etc., may also need to be completed.
- All exposed ductwork will be sealed with approved mastic. This includes ductwork in both heated and non-heated areas. This also includes both delivery and return systems. Forced air heating and cooling systems must be balanced to eliminate inefficiency, basement depressurization and moisture penetration through house pressurization.
- Mobile homes with standard noncertified atmospheric draft water heaters or furnaces in the living space shall not be weatherized until proper equipment is installed. The same applies with non-certified wood stoves. Mobile homes with standard non-certified atmospheric draft water heaters located in compartments accessed from the outside can be weatherized providing the following precautions are followed 1) the compartment is sealed from the rest of the mobile home, 2) the existing flue is properly installed, secured, and has sufficient height above the roofline, and, 3) adequate unrestricted combustion air vents into the compartment exist.

## **F. Fire Hazards**

### Health and Safety Concerns:

Combustion appliances and their associated venting systems can also present potential fire hazards.

### To Minimize Risks:

The Louisiana Housing Finance Agency and LACAP health and safety procedures should identify inadequate clearances between combustion appliances (including venting systems) and combustible materials. Agencies must inspect combustion vents in order to identify potentially dangerous situations. Creosote build-up in chimneys and wood stove flues are issues that may be addressed with DOE funds. Agencies must contact the State's staff for prior approval when DOE monies will be used to remedy fire hazards. Agencies must provide written notification to clients and landlords when fire hazards prevent weatherization work from proceeding. Correction of fire hazards is allowed when necessary to safely perform weatherization.

## **G. Existing Occupant Health Problems**

### Health and Safety Concerns:

Agencies should be aware that some individuals' health problems could be exacerbated by weatherization activities. For example, some clients can be sensitive to dust generated from the installation of cellulose insulation. There is also some concern that the use of blower doors could aggravate certain health problems, although the limited research

conducted on this topic has not validated these concerns. When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case-by-case basis. Failure or the inability to take appropriate actions must result in deferral.

To Minimize Risks:

Grantees should establish procedures to identify pre-existing conditions (e.g., allergies) and address such problems when they are found. Those procedures should address the manner in which such problems will be identified, and the steps to be taken to ensure that weatherization work will not worsen these problems.

## **H. Indoor Air Quality**

Health and Safety Concerns:

In addition to asbestos and combustion systems, there are a number of other sources of indoor air pollutants in homes that may present long-term health risks to clients. Precise knowledge is lacking regarding the interaction of weatherization of homes and indoor air quality.

To Minimize Risks:

ASHRAE 62.2 is required to be met to the fullest extent possible, when performing weatherization activity (must be implemented by January 1, 2012). Implementing ASHRAE 62.2 is not required where acceptable indoor air quality already exists as defined by ASHRAE 62.2. Existing fans and blower systems should be updated if not adequate.

Awareness of indoor air pollutants and attention on the part of weatherization personnel to the level of air-tightening measures performed on a home will aid in the improvement of the situation. Blower door testing provides important information about air leakage levels in homes and can aid in the prevention of over-tightening of homes. The following are potential sources of negative impact to air quality in a home:

- Mineral Fiber – fibrous glass insulation material. Known to be an irritant to lungs, eyes, and skin. Preliminary research indicates no long-term negative health effects resulting from exposure to high levels of mineral fiber, but further research is ongoing. Exposed mineral fiber shall not be left in occupied areas of the home. Workers are required to wear properly-rated respirators and protective clothing when working with or around mineral fiber products.

- Airborne Particulate Matter - known to cause lung cancer. Excessive air tightening can increase levels of carcinogenic by-products in homes. Homes with high levels of these products should not be over-tightened.

To Minimize Risks:

- A pre- and post-weatherization blower door test will be required on 100% of all dwelling units. Exceptions must be documented in the client's file. A sample blower door operation checklist can be found as part of the new Louisiana Weatherization Program Guidelines.
- The blower door test must identify the (CFM) to establish baseline tightness.
- The blower door will be used for leak detection in the building shell, duct delivery and return systems, and assisting with combustion appliance testing.

**I. Asbestos**

Description: A fibrous, non-combustible mineral.

Health and Safety Concerns:

Asbestos fibers are very small. When distributed and released into the air, the fibers can be inhaled. Exposure may result in lung cancer, asbestosis or mesothelioma. There is no safe exposure level when it comes to asbestos.

Sources in Homes:

Until its use was strictly limited in the 1970's, asbestos was used in a large number of building products.

The most common applications that could involve interaction with weatherization staff include furnace insulation, pipe insulation, duct insulation, siding shingles, furnace gaskets and ceiling texture materials. To a lesser degree, workers may encounter asbestos in plaster, joint compound, roof shingles, floor tiles and other building products.

To Minimize Exposure:

- Learn to recognize suspected asbestos-containing materials. (Training, videos, the E.P.A. "Purple Book"). When vermiculite is present, unless testing determines otherwise, take precautionary measures as if it contains asbestos, such as not using blower door tests and utilizing personal air monitoring while in attics. Where blower door tests are performed, it is a best practice to perform pressurization instead of depressurization. Removal is not allowed. Encapsulation of small asbestos on pipes, furnaces and other small covered surfaces is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing on case-by-case basis only.
- Avoid disturbance of friable asbestos containing materials (ACMs). Friable asbestos is "any material containing greater than one percent asbestos by weight or volume that hand pressure can crumble, pulverize, or reduce to powder when dry, or any

asbestos-containing material that can reasonably be expected, as a result of the demolition or renovation to be undertaken, to become pulverized through breaking, chipping, crumbling, crushing or other means of rendering fibers available to the ambient air.”

- If potential for limited exposure exists, wear appropriate respirators, protective clothing, etc. Wetting down suspected ACMs would reduce the levels of airborne fibers, although this will not completely eliminate the risk in all situations and may, under certain circumstances, relocate the asbestos fibers to another location where they could pose a risk.
- Provide written disclosure to clients regarding the existence of suspected ACMs and provide client education advising non-disturbance of such materials.
- All crews, inspectors, contractors and their supervisors, or anyone else who visits weatherization eligible homes, will be required to receive asbestos awareness and identification training.
- All OSHA regulations that deal with asbestos and weatherization are to be enforced and be made available to all workers.
- Protective gear such as Tyvek coveralls, head coverings, booties, etc., gloves, eye protection, respirators, and other safety equipment required by law must be provided to all employees who will come in contact with asbestos or suspected asbestos products. Employees will be required to use the appropriate safety equipment as required under state policy. Each agency will be required to monitor their employees’ adherence to state policy and local agency policies and standards. Agencies will be responsible for the compliance of their employees and contractors. Failure of an agency or individuals at the agency to follow policies on asbestos will result in disciplinary action. Continued violations will result in defunding of the weatherization program for that agency or subgrantee. Current weatherization contracts will be terminated and future contracts to provide weatherization services may not be issued.
- In order to achieve the required OSHA fit test of a respirator, it may be necessary for weatherization staff who are required to wear respirators, to be clean-shaven. A clean-shaven policy may include removal of most facial hair including beards, some mustaches, long sideburns, etc. It might be possible to waive the clean-shaven policy if the employee will use a full head-type respirator in the place of a full or half face-type.
- Contractors must follow the state and local policies and standards 100 percent. No exceptions will be made under any circumstances.

- Liability for asbestos cannot be waived.

This information is a general guide for weatherization personnel and does not provide detailed specifications for proper handling of ACMs. Training and supervision for personnel providing asbestos remediation services are beyond the scope of the WAP. Weatherization personnel or appointed representatives shall not remove or dispose of asbestos without proper training and without prior authorization from the Grantee.

**J. Radon.** Description: An odorless, colorless gas that occurs naturally in the earth's crust.

Health and Safety Concerns:

Long-term exposure to elevated levels may cause lung cancer.

Present research indicates that weatherization usually has little effect on radon levels.

To Minimize Exposure:

Where there is a previously identified radon problem, work that would exacerbate this problem should be limited. Radon abatement is not an allowable activity under the weatherization program. However, those costs associated with taking precautions in a dwelling known to have radon problems are allowable weatherization expenditures. These costs are allowable if an energy audit indicates that weatherization techniques would help in radon remediation. Major radon problems should be referred to the appropriate local environmental organization or agency for mitigation or abatement.

**K. Formaldehyde and Volatile Organic Compounds**

Description: Formaldehyde, a strong-smelling colorless gas, is a component of many building materials.

Health and Safety Concerns:

Health hazards include lung ailments, impaired brain and vision function, fatal in high concentrations.

Extensive air leakage work is not recommended on homes with known significant level of formaldehyde.

Formaldehyde vapors may be slowly released by some new carpets, wafer board, plywood, etc.

VOCs are also emitted by some household cleaning agents.

To Minimize Exposure:

Caution should be taken when selecting air tightness limits in dwellings with VOC problems. Removal is allowed and is required if they pose a risk to workers. If VOCs pose a risk to workers and removal cannot be performed, the unit must be deferred.

**L. Lead Paint**

Lead Safe Weatherization (LSW)

Special precautions must be taken when weatherization work may disturb painted surfaces in homes built before 1978. LHFA and LACAP will continue to work with DOE to assure that the Louisiana Weatherization Assistance Program (WAP) is in compliance with LSW and EPA requirements.

General Policy:

To assure compliance with the current DOE and EPA RRP regulations and guidance regarding the reduction and/or elimination of energy-related health and safety hazards encountered in delivering weatherization services, subgrantees and contractors are required to follow the following LSW practices:

- Subgrantees are required to strengthen their health and safety policy and procedures to address lead-based paint according to the DOE and EPA regulations. Subgrantees should follow the procedures and practices outlined by DOE and EPA's Renovation Repair and Painting (RRP) guidelines.
- All contractors and crew members will be responsible for complying with the EPA's Renovation Repair and Painting (RRP) regulations as enforced by LHFA.
- The LHFA is requiring all subgrantees to employ and or contract only certified renovators to perform weatherization work beginning in 2010.

Subgrantee agencies are required to monitor crews and contractors a minimum of once a month and whenever in the area if possible. Documentation of the visits including pictures must be on file for monitors to review upon request. Deferral is required when the house would potentially create further health and safety hazards.

- When removing existing windows, doorframes, or in other situations where workers may come into contact with lead-based paint, respirators and drop cloths, proper personal hygiene and other precautions as required by law for the worker and the occupants of the dwelling unit must be implemented. Replacement, repair, or installation of windows and doors are not an allowable health and safety cost but may be allowed as an incidental repair or an efficiency measure if cost justified.
- On behalf of the state, LACAP will review in-progress weatherization work to ensure all agencies and workers are in compliance. Subgrantee agencies and contractors found to be out of compliance may be subject to penalties and fines.
- Client and worker must be protected from air borne contamination.
- All workers must wear respirators when working in dusty environments.
- The client living space must be protected from dust generated or disturbed by weatherization work.

- The brochure “*The Lead-Safe Certified Guide to Renovate Right*” from EPA must be provided to all weatherization recipients. Subgrantee must obtain a signature confirmation of receipt of this brochure.

### **Training:**

To assure that weatherization subgrantees, crews, and subcontractors are properly trained, the State will provide the following training: LACAP will provide two types of LSW training to meet the requirements of DOE and EPA. As part of the Health and Safety training LACAP will offer DOE LSW training with a focus on work practices to reduce the generation and spread of lead dust. All field personnel are required to attend this training. Second, LACAP will offer the EPA Renovator training. Effective April 22, 2010, each agency will be required to have a certified renovator on staff. Because of the requirements and the nature of weatherization, each agency will be required to have a certified renovator on each crew. LACAP will received the necessary accreditation and will have the certified trainers retained so agencies can meet this important requirement in a fast and effective fashion. All inspectors, subgrantees crew members and contractors must attend and successfully complete the approved, Lead Safe Work Practice Training course through LACAP’s Training Center. In addition, a Louisiana renovation contractor will be procured to provide EPA renovator training, and LACAP will be capable of providing this training as well.

### **Testing:**

LSW must be applied to all pre-1978 houses. No lead-based paint will be disturbed. LSW must be applied to all pre-1978 housing unless there is existing evidence that the home has been certified as being lead-free or below the lead threshold limit (e.g. paint containing lead below the regulated level, 1.0 mg/cm<sup>2</sup> or 0.5% by weight). One of the following methods must be used to determine the paint to be disturbed is not lead-based paint: 1) Written determination by certified lead inspector or risk assessor; OR, 2) proper use of EPA-recognized test kit provided to agencies (documenting manufacturer and model of test kit used, description and location of components tested, and test kit results). Beginning 2010, tests must be performed by a Certified Renovator, per EPA final rule. LSW Cleanup, Verification, and Debris Disposal: A critical element of LSW is the continuous process of job-site cleanup. LSW cleanup involves these six required elements:

- Containment:
  1. Effective cleaning begins with proper preparation and containment
  2. Cleanup will be more efficient if proper containment of all dust and debris is confined to the work area.
- Cleanup Techniques:

1. Be careful not to spread dust and contaminate to other areas
  2. Using LSW protocols and follow the cleanup sequence to ensure that contaminants are not carried to non-working areas.
- Clean All Surfaces:
    1. Clean all surfaces including walls and windows, floors, door tops, window troughs and window sills.
    2. Cleaning should proceed from high to low (i.e. top of wall to window to floor).
    3. Cleaning also includes personal protective clothing, work tools, and equipment.
  - Visual Inspection Verification
    1. Check the quality of worksite cleanliness.
    2. Worker visual inspection during the work. Look for any visible paint chips, dust, or debris and cleanup during work progress.
    3. Supervisor visual inspection after cleanup. There should be no evidence of settled dust following a cleanup effort. Repeat the cleaning process. Any outside work should also be examined to make certain all waste and debris have been removed from the job site. Document the visual inspection.
  - Post-Weatherization Dust-Wipe Sampling Verification for Doors and Windows:
    1. After a thorough visual inspection of doors and windows, a dust wiping sampling is required if:
      2. Paint was disturbed
      3. Dust wipe sampling must be performed by trained individuals
      4. Samples must be taken at least one hour following LSW cleanup.
      5. Document the dust wipe sampling.
  - Safe and Secure Disposal:
    1. Bag and gooseneck-seal all waste in 6-mil plastic bags.
    2. Safely dispose of all waste in accordance with federal, state, and local regulations.

The Rule does not pre-empt more protective requirements and grantees should keep abreast of any other rules and regulations governing an agency's activities such as those by HUD, states or communities.

## **M. Building Structure**

Weatherization agencies shall not install measures that will damage the structural integrity of a home. Similarly, all homes must be inspected for pre-existing conditions that may threaten the safety of workers and clients during or after weatherization. Deteriorating foundations, unsound roof, ceiling, or wall structures, and any other potentially hazardous situation must be recognized and a course of action identified prior

to any work done on the unit. Solutions to structural problems are sometimes complicated and expensive. In general, minor structural type repairs are allowed under the agency's repair budget (not health and safety), but these types of repairs will often require outside sources of funding or cost participation. Depending upon the extent of repairs needed and the overall energy savings potential for the unit after weatherization, the repairs may be beyond the scope of weatherization. Incidental repairs necessary for the effective performance or preservation of weatherization materials are allowed. Examples of these limited repairs include sealing minor roof leaks to preserve new attic insulation and repairing water-damaged flooring as part of replacing a water heater. These types of repairs should be charged either to the repair waiver amount, or should be included in the cost of the associated energy measure when determining cost-effectiveness.

## **N. Electrical Issues**

Common problems with electrical wiring that may be encountered by weatherization agencies are usually related to one of the following: 1) electric shock while crew personnel are working around wiring in all areas of the homes; 2) fire resulting from arcing between loose wiring connections; and 3) fire resulting from lack of dissipation of heat due to insulation around heat producing sources. Minor upgraded and repairs necessary

### **Requirements:**

Inspections by trained agency personnel or licensed electricians are required prior to the installation of insulation that will cover electrical lines. A voltage drop measurement is required of any electrical circuit in an enclosed cavity or knob-and-tube wiring that will be covered with insulation. Protection of electrical splices that will be covered with insulation by enclosing in an electrical junction box or by isolating the splice so that it is not covered with insulation is required. Electrical work not associated with energy conservation measures is generally considered to be beyond the scope of weatherization. Serious electrical hazards exist when gross overloads are present. Should auditors and crews find such existing problems, they should notify the owner and follow the guidelines for health and safety deferral.

These issues are related to health and safety. The costs for the inspections may be charged to the health and safety budget category. Electrical repair costs must be associated with an energy saving measure, and the costs (labor and materials) must be included with the measure when determining cost effectiveness. Weatherization measures that involve the installation of new equipment such as air conditioners, heat pumps, or electrical water heaters can, exacerbate previously marginal overload problems to hazardous levels. The problems should be noted in the client file. To the extent that these problems prevent adequate weatherization, the agency should consider repairing them on a case-by-case basis.

## **O. Refrigerant Issues**

The replacement of air conditioners, approved since 1990, and the recently approved refrigerator replacements (Weatherization Program Notice 11-6) requires agencies to reclaim refrigerant per Clean Air Act 1190, section 608, as amended by 40 CFR 82, 5/14/93. The appliance vendor, de-manufacturing center or other entity recovering the refrigerant must possess EPA-approved section 608 type I or universal certification. Agencies should ensure they have appropriate protocols in place that comply with all standards relating to the disposal of the existing appliances.

## **P. Other Code Compliance Issues**

It is the local agency's responsibility to ensure weatherization-related work conforms with applicable codes in jurisdictions where the work is being performed. Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted.

## **Q. Deferral Standards**

Weatherization Deferral Guidance:

The State of Louisiana has the responsibility of ensuring that qualified individuals located throughout the state are able to receive energy assistance via the Weatherization Assistance Program. The weatherization services outlined in the current Louisiana State Plan for the Weatherization Assistance Program shall be delivered effectively and safely, without undue hazards to the local agency staff or clients. Deferral of weatherization services to a home may be caused by health and safety hazards and/or lack of cost effectiveness to implement weatherization measures. Deferral may be necessary if health and safety issues cannot be adequately addressed through this guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. In the judgment of the auditor, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. Guidelines for determining and documenting if the potential health and safety issue should be remedied, referred to other agencies, result in partial weatherization, or lead to deferral. Agencies are expected to pursue reasonable options on behalf of the client, including referrals, and to use good judgment in dealing with difficult situations. Deferral documentation includes the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

The following guidance has been developed for use by local agencies in the State of Louisiana:

Deferral Based on Health & Safety Standards. *All weatherization technicians must be able to perform all authorized weatherization activities and measures without undue threats or concerns regarding their health & safety. Conditions which may constitute undue threats or concerns to staff or client health & safety may include but are not limited to the following items:*

- Structurally unsound dwellings that are condemned for human habitation.
- Evidence of substantial, persistent infestation of rodents, insects, and other vermin which cannot be reasonably removed or poses health and safety concerns for workers.
- Electrical or plumbing hazards that cannot be resolved prior to or as a part of the authorized weatherization work.
- The presence of sewage in any part of the dwelling unit.
- Evidence of environmental hazards such as serious moisture problems, carbon monoxide, gas leaks, friable asbestos, or other hazardous materials, which cannot be resolved prior to the weatherization work.
- The presence of animal or human feces in any area of the dwelling unit where field staff must perform various weatherization measures.
- Excessive garbage and clutter build-up in and around the dwelling unit where field staff must perform weatherization measures.
- Maintenance and housekeeping practices that are negligent to the point of limiting access of field staff to the dwelling or creating an unhealthy working environment.
- Any overt threat of violence, verbal abuse, physical abuse, or profanity towards any weatherization staff member or any household member during the weatherization process.
- Evidence of the presence and/or use of any illegal/controlled substance in the dwelling unit.
- Evidence of drug cultivation, distribution and/or manufacturing on the premises.
- The lack of the presence of a home resident who is at least 18 years old when any weatherization staff is performing the weatherization process.

- The dwelling is a mobile home that has serious structural problems which would make the completion of weatherization measures impossible or impractical for the weatherization field staff.
- A heating system in use has been determined to be unsafe or nonfunctional (through the determination of a qualified agency or technician) and cannot be resolved through the normal efforts of the weatherization agency prior to the commencement of weatherization work or during the normal weatherization process.
- When an unvented space heater is present in the unit, no weatherization work will be allowed unless the weatherization crew or contractor is allowed to remove and dispose of the unit. If an unvented space heater is replaced with a vented heating system during the weatherization process, the local agency will remove and dispose of the unvented heater at the time the system is installed. The owner cannot retain ownership of the heater.

*Deferral Based on Lack of Cost-Effectiveness: Weatherization work should be performed in a cost-effective manner whenever possible. Situations or conditions which may limit the cost effectiveness of any weatherization work may include, but are not limited to the following:*

- Structurally unsound dwelling unit where the costs associated with the repairs substantially exceeds the cost of the weatherization measures.
- Major remodeling is currently in progress (and is not coordinated with a housing rehabilitation program), which would severely limit the proper completion of weatherization measures on the dwelling unit.
- Evidence of standing water in the basement or crawl space area. A client or owner/authorized agent (landlord/property manager) refuses to allow a cost effective measure to be performed on the dwelling unit, or to make necessary modifications to the dwelling unit to permit weatherization measures to be completed.
- A client or owner/authorized agency (landlord/property manger) demands weatherization materials and measures that are not deemed to be cost effective and/or are not allowable measures through the Weatherization Assistance Program.
- Dwelling unit needs no major weatherization measures and the cost of installing other weatherization measures exceeds the approved cost effectiveness projections and standards of the state or the local agency.
- The dwelling unit is vacant or is uninhabitable (as described in the federal guidelines for weatherization).

- Obvious discrepancies have been found between the information supplied by the client on the WAP application and observed conditions at the time the weatherization field work commences.
- Presence of lead-based paint which would cause the project to not be cost effective.

Any and all applicants who are denied weatherization assistance will be given an opportunity to have a fair administrative hearing regarding the denial of services pertaining to the above stated deferral guidance. Any appeals may be directed to the Louisiana Housing Finance Agency. When a subgrantee decides to deny weatherization assistance, it is the obligation of the agency to provide a detailed written notification to the owner or authorized agent in a timely manner. A copy of the notice must be included in the client's file for review during routine monitoring visits if desired. The written notice must include the following items: 1) name and extent of the problem/concern related to the weatherization of the dwelling unit, 2) any corrective action required prior to the resumption of weatherization work with a related time frame to correct the situation and 3) the right to appeal and the appeals process. If a subgrantee as part of their Standard Operating Procedures develops a more inclusive and detailed local policy related to the above stated deferral guidance, then that policy must be submitted to the Louisiana Housing Finance Agency for written approval and review on an annual basis.

### **III. 4. Rental Procedures**

LHFA will ensure that the rights of renters are protected according to 10 CFR Part 440.22(b-f).

On January 25, 2010, the Department of Energy (DOE) published a final rule in the Federal Register, amending 10 CFR Part 220.22 Eligible dwelling units (75-CFR-3847) for the Weatherization Assistance program (WAP). Under the new rule, if a public housing, assisted multi-family or low Income Housing Tax Credit (LIHTC) building is identified by the U.S. Department of Housing and Urban Development (HUD) and included on a list published by DOE, that the building meets certain income eligibility and may meet other WAP requirements without the need for further evaluation or verification.

The final rule does not result in (1) automatic eligibility for the identified buildings; or, (2) establishes a priority for the weatherization of the identified buildings. The rule does reduce the procedural obstacles to determining the eligibility of certain multi-family buildings.

Based upon funding availability and the priorities established, LHFA retains the authority and discretion to weatherize multi-family properties on a case-by-case basis. The subgrantees should contact the LACAP for guidance and approval.

### **III. 5. Program Management**

### III. 5. 1. Overview

#### Organization

##### State Administration

The Louisiana Housing Finance Agency (LHFA) administers the Weatherization Assistance Program in Louisiana through partnership with the Louisiana Association for Community Action Partnerships (LACAP) to oversee the day-to-day operations of the annual WAP Program and the American Recovery and Reinvestment Act (ARRA/WAP).

The major goal of the program is to enable low-income individuals and families, particularly the elderly, persons with disabilities, and households with children, to participate in energy conservation programs, thus lessening the impact of the high cost of energy on their household budgets, improve household health and safety, and reduce their dependence on the Low-Income Home Energy Assistance Program (LIHEAP). The program also helps to reduce energy consumption as part of a national goal of energy independence by increasing the thermal efficiency of homes, reducing the greenhouse gas CO<sup>2</sup> and providing employment opportunities in both the public and private sectors.

The president of the LHFA has empowered the Program Administrator to be primarily responsible for all energy programs. The Program Administrator shall fully utilize all FTEs within the energy programs to ensure the most efficient and effective energy programs for the state. All current personnel will be used fully, as outlined in the approved plans; all new hires will be experienced and will be fully trained to augment the strength of the energy staff.

Although LACAP and subgrantees will have direct access to the Hancock Energy Software (HES) team at the HES headquarters through the Helpdesk module, ownership of the HES system resides at LHFA. The proper personnel will ensure the proper support for the system.

A separate Contract for Professional Services for the Weatherization Assistance Programs will be executed between LHFA and LACAP for the ARRA-WAP and the annual WAP. As the Contractor, LACAP shall provide management and oversight to the entire system of service delivery on behalf of the LHFA, ensuring proper management of the WAP programs and success of statewide production performance agree with the approved State plans. The contract, Article 4, "Statement of Work" highlights the performance expectations that the LHFA will use to determine if the Contractor is in compliance.

The Energy Program Managers are responsible for compliance with federal program requirements, development of policy initiatives and general program administration. The managers report to the Program Administrator.

Ongoing program monitoring of local subgrantees is conducted by Housing Compliance Specialists. The Compliance Specialists are also responsible for contract administration and reporting, tracking allocations and reporting to DOE and other agencies.

Fiscal monitoring, payment processing and assistance with contract processing are conducted by the Accounting Manager. The Compliance Specialists visit LACAP and subgrantees quarterly to monitor fiscal compliance and provide technical assistance in the areas of accounting, audits and weatherization processes and related activities.

Program decisions and administration guidelines will adhere to all federal and state regulations related to the use of current funding for the provision of weatherization services in Louisiana.

### **III. 5. 2. Administrative Expenditure Limits**

If a subgrantee receives less than \$350,000 of DOE funds for the Weatherization Assistance Programs, the subgrantee may request an additional five percent for administrative funds as set forth in Sec. 440.18(d) which provides for recipients of grants administration if the state has determined that such recipient requires additional amount to implement effectively the administrative requirements.

An exception to exceed the ten percent total administrative requirement shall apply to subgrantees funded at less than \$350,000 of DOE funds. Subgrantee agencies are required to submit justification for administrative funds in excess of five percent of the total grant, with state approval based on the individual subgrantee needs.

For the Louisiana ARRA-WAP, the grantee/contractor and the subgrantees will split the ten percent funding allowance for administration. The grantee/contractor will not receive **more** than five percent of the administrative funds and the subgrantees will not receive **less** than five percent of the administrative funds.

### **III. 5. 3. Monitoring Approach**

The LHFA through the partnership agreement with LACAP has adopted a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization programs. All weatherization programs will continue to be monitored at least annually.

Within 30 days after each visit, LACAP will prepare a written report for the Subgrantee that describes the current monitoring assessment (identify any findings, concerns, recommendations, commendations, and best practices) and any corrective actions, if applicable. All of the results of LACAP monitoring visits to the Subgrantees, including, financial reviews, will be tracked to final resolution. LACAP will forward a copy of the tracking spreadsheet to LHFA.

Subgrantee noncompliance or repeated unresolved findings (based on a minimum of 2 monitoring visits at a Subgrantee) must be reported immediately to LHFA. After the monitoring review is completed, LACAP monitor must brief the Subgrantee on the observations and findings generated by the monitoring visit, usually through an exit briefing. If health and safety issues are discovered that present imminent danger to people in the house during a visit, the monitor must require the Subgrantee to immediately

resolve the issues. Sensitive or significant noncompliance findings, such as waste, fraud, or abuse must be reported to LHFA and DOE immediately.

The framework for monitoring is a regulation-based assessment that includes the following: general oversight, desk reviews, and on-site visits to evaluate local subgrantees' general administration and program management systems; needs assessments, service delivery systems, financial management systems, technical and field applications, and procurement and property control systems.

Approximately 10% of the total Training and Technical Assistance (T&TA) funds will be used for monitoring purposes. No other funding sources will be used for this purpose.

At least 5% of the completed units weatherized by each subgrantee under this grant annual will be inspected by LACAP within the Program Year. LACAP will also inspect "in-progress" homes at each subgrantee. LACAP utilizes opportunities during monitoring visits to provide technical assistance as well.

### **III. 5. 4. Training and Technical Assistance Approach**

The major objective of the Training and Technical Assistance is to provide subgrantees with the information and training required to administer and operate in compliance with DOE and State rules and regulations.

The training facility provides needed trainings to local agencies and contractors involved in the program. Opened in September, 2009, our training facility provides classroom, hands-on and field trainings to meet specific training needs of local agencies, as identified by the LACAP staff and trainings suggested by new national standards. LACAP organizes statewide training, especially core and advanced courses required for a skilled workforce.

The U.S. Department of Energy has commissioned Interstate Renewable Energy Council (IREC) to accredit weatherization training programs. To become accredited, LACAP updated the curriculum to align with IREC requirements. The updated curriculum better prepares students to perform successfully in a specific job category. From IREC's website: "IREC uses the ISPQ international framework to assess content, quality, and resources across a range of renewable energy, energy efficiency and weatherization training programs. This process leads to defined workplace knowledge and skills, and ensures the legitimacy of what is being taught and by whom. An IREC ISPQ credential sends a strong signal that a rigorous standard has been met."

Providers offering weatherization are contractually obligated to attend certain training courses based upon their worker's job classification. Each year, these workers must take continuing education (CEU) training courses to maintain their good standing. LACAP and its weatherization funding sources require all direct hire and contractor weatherization coordinators, crewmembers, workers, and supervisors attend Lead Safe Weatherization training (Health & Safety). Training is required within ninety days from the date of hire. Staff and contractors who have already taken lead safe work practices or comparable trainings authorized by U.S. Department of Housing and Urban Development Office of Lead Hazard Control, and those with U.S. Environmental Protection Agency certification for Risk Assessor, Inspector, Lead Abatement Worker, and Lead Supervisor may need to take this course as a part of the CEU requirements.

LHFA and the LACAP training center consider lead safe weatherization techniques to be unique that it

warrants requiring training focused on lead-based paint protocol specific to weatherization. Health and Safety trainings will continue to include new DOE health and safety requirements which were comprehensively described in WPN 11-6.

There is a new focus on OSHA training and the LACAP training center has certified one person as an OSHA trainer. This training is mandatory for all agencies in our network, so that local agencies' staff have their required 10-hour cards. Crew Leaders are required to receive 30 hours of OSHA training.

The following LACAP courses were updated to meet IREC Standards:

- Weatherization Health and Safety
- Mobile Home Weatherization Fundamentals
- Site Built Home Weatherization Fundamentals
- HVAC/CAZ
- Weatherization Energy Auditing Fundamentals

The following are *new* courses introduced to meet IREC standards:

- Intermediate Weatherization
- Weatherization Crew Lead
- Weatherization Quality Control Inspector
- OSHA 20

*New* advanced trainings offered beginning in PY2012:

- ASHRAE 62.2 and Air Sealing

*Other* Courses still offered in PY2012:

- EPA RRP Lead Renovator
- OSHA 10
- Building Performance Institute Building Analyst
- Building Performance Institute Building Envelope
- Mobile Training Rig Field Training (monitoring-based topics or specialized)
- Infrared Camera Training

The LACAP Weatherization Training Center is a recognized Test Center of the Building Performance Institute (BPI) of White Plains, New York. The agency has had three staff members attain trainer and proctor certification for BPI Building Analyst, Building Envelope and Manufactured Housing. AC and Heat Pump as well as Air Sealing certifications will also be obtained during PY2012. Beginning in 2011, LACAP provided opportunities for weatherization program staff to become BPI certified. The guiding principles of the Building Performance Institute are closely aligned with those of our low-income weatherization network, as follows:

- Do no harm to occupants, workers, and houses
- Identify and resolve potential health and safety issues
- Recommend cost-effective home improvements
- Install measures effectively and safely
- Test in and test out
- Consider the worst-case scenario
- Apply "house as a system" principles to home improvement specifications

- Document your work

The Weatherization Specifications and the Field Training curriculums have been modified to better align with the national DOE worker specifications. Nationally recognized certifications for auditors and inspectors in the Weatherization Assistance Program will help set professional standards and strengthen our valuable work force.

Technical assistance is also delivered to local agencies by the assigned monitor as part of the monitoring protocols.

In 2012, LHFA and LACAP will pilot test using iPad technology and other new processes for delivering training. The LACAP training center has undertaken the rigorous task of developing state standards and will submit a proposal to update the state technical field guide. Implementing the new ASHRAE 62.2 standard will necessitate updating the Air Sealing section of the Priority Lists for both Site-Built Homes and Mobile Homes.

## **B. Training and Technical Assistance Development**

The following ongoing activities support productive training and technical assistance: LHFA and LACAP subscribe to the leading weatherization periodicals, including Home Energy and Energy and the State and Local Energy Report. The Monitors and Trainers keep informed of developments in the field of energy conservation and work to incorporate beneficial practices and techniques into programs. Training participants provide direct feedback to LACAP management through evaluation forms.

### **III. 5. 5. Davis-Bacon Act**

Under the ARRA/WAP, the Grantee will ensure compliance with the Davis-Bacon as required by the U.S. Department of Energy and the U.S. Department of Labor.

The Louisiana Housing Finance Agency (LHFA) along with the Louisiana Association of Community Action Partnerships, Inc., (LACAP) will conduct their own training on DBA compliance for the local agencies and contractors.

### **III. 5. 6. Pollution Occurrence Insurance**

Beginning in PY 2009, DOE no longer requires Pollution Occurrence Insurance (POI) but still strongly recommends POI. The costs of POI can be charged to the grant as part of the Liability Insurance. However, if a state or local agency chooses to NOT hold POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization or there is disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses or any other resulting costs may not be charged to the contract and must be covered by another funding mechanism.

